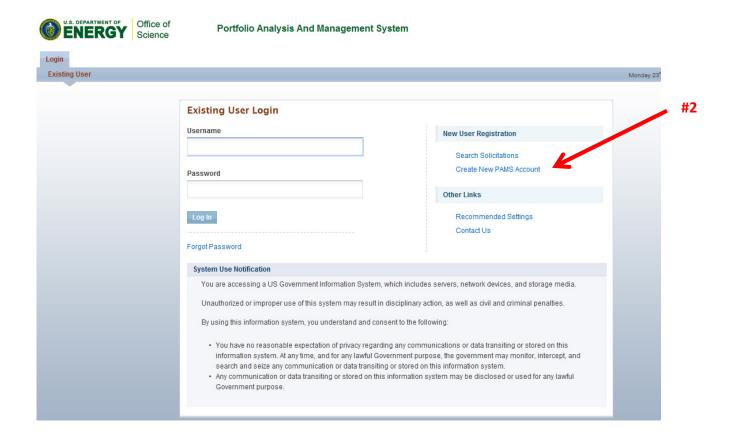
PAMS Account Set Up Instructions

Who needs to register? Principal Investigators (PI) and anyone who will be uploading Letters of Intent, Preproposals or Proposals on behalf of the PI.

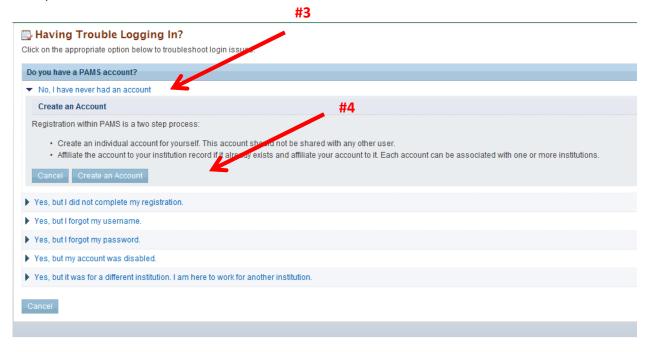
Registering for PAMS is a 2 part process. First you create a user name and password. Second you associate yourself with an institution.

Part 1:

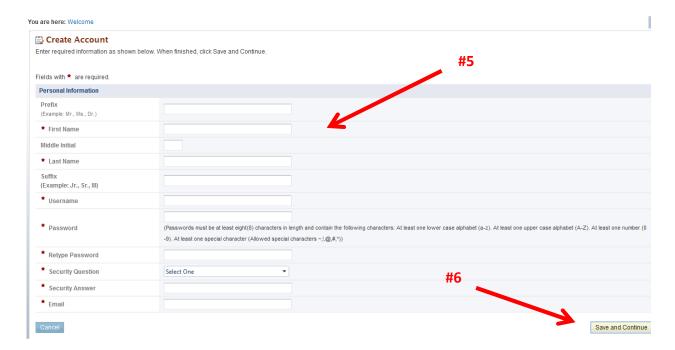
- 1) Log onto https://pamspublic.science.energy.gov
 - To access PAMS, please use either Internet Explorer or Firefox. Currently, PAMS
 does not support the Chrome or Safari browsers, but an upgrade in the future
 will make it possible to use them.
- 2) Click "Create New PAMS Account".



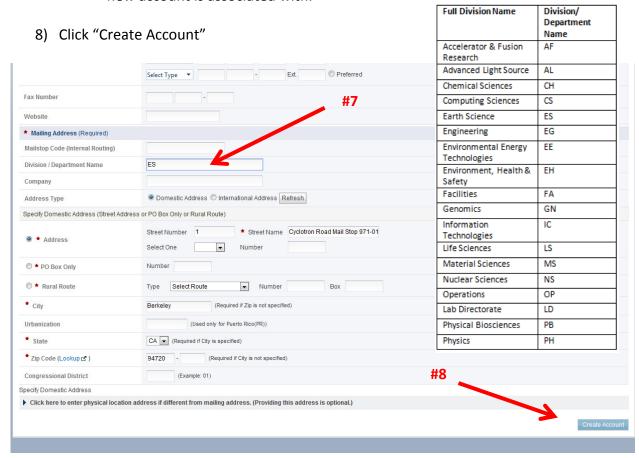
- 3) Click "No, I have never had an account"
- 4) Click "Create an Account"



- 5) Enter in all required new user info marked by the red asterisk symbol
- 6) Click "Save and Continue"



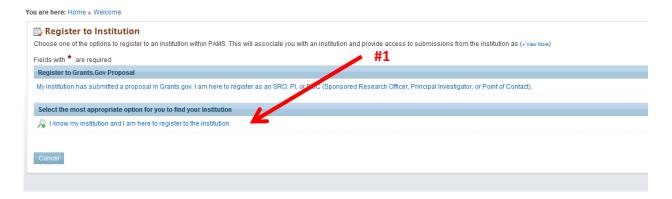
- 7) Enter all required Contact info and Mailing Address Info.
 - Very Important Note: In Mailing Address section please complete the "Division/Department Name" with your Divisional 2 digit code that is used in the Financial Management System. This will allow us to identify which division the new account is associated with.



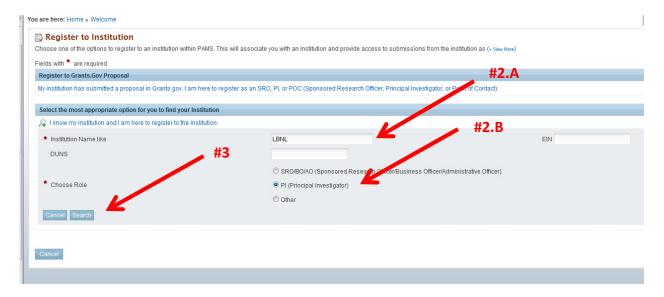
9) Read Agreement and click "Accept" button to proceed. You have now successfully created an account in the PAMS system. Please proceed to part 2 and register LBNL as the institution.

Part 2:

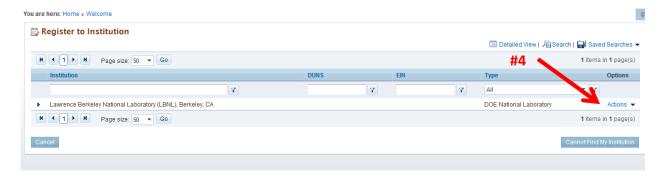
1) Under "Select the most appropriate option for you to find your institution" click "I know my institution and I am here to register to the institution"



- 2) Search for LBNL and choose Role
 - A. For "Institution Name Like" type LBNL
 - B. For "Choose Role" choose either
 - SRO/BO/AO (Sponsored Research Officer/ Business Officer/Administrative Officer) – for Resource Analyst or Proposal Specialist
 - PI for Principal Investigator
 - Other for other Divisional support
- 3) Click Search



4) Below screen shot will be your search results list. Click Actions and a menu will drop down with 1 option to "Add me to this Institution".



5) Click "Add me to this Institution".



6) You have now been successfully registered to LBNL. If you have set up as an "SRO/BO/AO (Sponsored Research Officer/ Business Officer/Administrative Officer)" or "Other" and want to submit on behalf of your PI, the PI will need to associate you with the individual Lab Announcement.

